



# Holiday Request

Name \_\_\_\_\_

Working At \_\_\_\_\_

Holiday Date(s) \_\_\_\_\_

Number of days \_\_\_\_\_ Paid / Unpaid (please circle)

Worker Signature.....Date.....

Authorised by client.....

Print Name .....

You should email this form back to us in PDF to [timesheet@sfgroup.com](mailto:timesheet@sfgroup.com) by 10:00am Monday.

If you have any queries, you can contact us on  
0115 975 8000 or  
email [payroll@sfgroup.com](mailto:payroll@sfgroup.com)